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Class Specification  
for the Class:

PERSONNEL PROGRAM SUPERVISOR

Duties Summary:

Plans, organizes and supervises the work activities of a group of professionals in one of the major functional areas of personnel management in the central personnel agency; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects the supervisor of a group of personnel management specialists in one of the major functional areas of personnel management. In addition, a position in this class assists in developing program activities, standards, guidelines and policies, and in evaluating effectiveness of program operations for the area of assignment.

A position in this class may be in charge of a large group of personnel management specialists performing the usual activities in a functional area under the general administrative supervision of a Personnel Program Manager. In this situation, the incumbent's judgment is relied on to such an extent that his/her recommendations are ordinarily followed and are usually not questioned on a technical basis. A position of this type is responsible for final decisions regarding work performed by subordinates and whether or not problems or issues should be referred to higher levels in the organization.

A position in this class, in addition to supervising a smaller group of personnel professionals with similar technical and professional responsibility for the work of subordinates, may also provide principal administrative support to the division chief of a major functional area in coordinating and integrating different functions of the division, program planning and development, and administrative support activities.

Personal contacts are with a wide variety of people at all levels of State government, persons in the private sector and representatives of other jurisdictions and employee groups. Contacts are generally for the purpose of developing and maintaining a clear understanding of the principles, concepts and

practices underlying the functional area, gathering factual and opinion data, providing information, and obtaining support and acceptance of the final product.

Examples of Duties:

Plans, assigns, schedules and supervises the work of subordinate personnel specialists; provides advice and assistance and assures compliance with priorities and deadlines; provides orientation, training and development of trainees and other new employees in the functional area; provides continual guidance in program activities and operations; reviews completed assignments and endorses recommendations or requests further study; evaluates the work performance of subordinates; provides orientation and training to personnel specialists in operating agencies, as requested; participates in formulating program plans, justifications and policies; implements program plans and policies; recommends organizational, operational and legal changes; attends meetings with all levels of departmental personnel to provide and obtain information, present and discuss issues and feasibility of various alternatives and to provide advice on personnel issues, reorganizations and other management matters; assists management and coordinates work activities with representatives of other agencies and groups; explains policies, practices, procedures and actions to employees, supervisors, managers and administrators of operating agencies and provides authoritative advice and assistance; promotes understanding and acceptance of actions; plans and coordinates special projects and studies; recommends new hires, reallocations and other personnel actions; prepares various reports, documents, specifications, correspondence and other materials.

Knowledge and Abilities Required:

Knowledge of: The functions and organization of State government; personnel management concepts, principles, practices, methods and procedures; merit system principles and philosophy; organization and management principles and practices; pertinent laws, rules, regulations, policies and directives; pertinent reference sources; various occupations and sources of occupational information; report writing; Department of Personnel Services' policies and procedures; principles and practices of supervision.

Ability to: Plan, assign, schedule, supervise and review the work of others; provide training in personnel management

concepts, principles, practices, methods and procedures; prepare clear and concise reports, documents, specifications and other materials; analyze and develop solutions to difficult and sensitive problems and issues; interpret and apply pertinent laws, rules, regulations, policies and directives; express ideas logically and concisely, both orally and in writing; recommend program, operational, procedural, policy or legislative changes; deal tactfully and effectively with all levels of departmental personnel, other employees, representatives of employee groups and the general public.

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This is the first specification for the new class PERSONNEL PROGRAM SUPERVISOR.

Effective Date: September 16, 1990

DATE APPROVED: 9/4/90

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ALFRED C. LARDIZABAL  
Director of Personnel Services